


Imminent Danger – Hostile Fire Pay

Introduction This section provides the procedures for starting, changing, and stopping Hostile Fire Pay. This entitlement is paid to members on official duty in a designated area, subject to hostile fire or explosion of hostile mines, or to members killed, injured, or wounded by hostile fire, or any other hostile action.

Reference Chapter 4 - [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

Multiple Entry Capability Multiple entry capability is available for this entitlement. Refer to the [Imminent Danger/Hostile Fire Pay Multiple Entry topic](#) for instructions on preparing multiple entries for entire units and/or sub departments





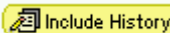
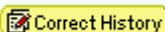
Procedure Start PeopleSoft, sign-in and follow these steps to start, stop, correct, or delete Imminent Danger Hostile Fire Pay.

Step	Action
1	Select Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display.</p> <p>Advanced Technique</p> <p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p>

Continued on next page

Imminent Danger – Hostile Fire Pay, Continued




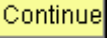
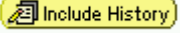
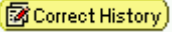

Procedure (cont'd)

Step	Action
3	<p><u>Entitlement Panels.</u> Either the Summary Panel or Detail Panel will appear depending on which option was previously selected.</p> <p><u>Select</u> the <u>Employee Entitlement Summary Panel</u> from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.</p> <p>Employee Entitlement Summary Employee Entitlement Detail</p> <p>The following screen appears.</p>  <p><u>Select</u> View All in the title bar.</p>
4	<p><u>Select</u> the  Include History button located at the bottom right-hand portion of the screen so that all payments of Hostile Fire Pay will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  Correct History button.</p> <p>Note: The current selection will have a white background.</p> <ul style="list-style-type: none"> ➤ You may use the  Update/Display button to start Hostile Fire Pay; however, we recommend using the “Include History” mode so all payments will display. ➤ Use the  Include History button to view all payments of Hostile Fire Pay. Only new entitlements can be entered in this mode. ➤ Use the  Correct History button to update or delete entries of Hostile Fire Pay. A listing of all payments will be displayed.

Continued on next page

Imminent Danger – Hostile Fire Pay, Continued





Procedure (cont'd)

Step	Action
5	<p>If a Hostile Fire Pay row exists in the Summary Panel...</p> <p>Click the  button adjacent to Imminent Danger - Hostile Fire Pay. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p>If a Hostile Fire Pay row doesn't exist in the Summary Panel...</p> <p>Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, type "HF" in the look-up box  or use the magnifying glass to search for and select the Imminent Danger - Hostile Fire Pay earning code.</p> <p>Then click the  button adjacent to Imminent Danger - Hostile Fire Pay to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>
6	<p>Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. If you have completed Steps 3-5, continue on to Step 7.</p> <p>Follow these procedures to bypass the Employee Entitlement Summary Panel.</p> <p>Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.</p> <p>Employee Entitlement Summary Employee Entitlement Detail</p> <p>Select the  button located at the bottom right-hand portion of the screen so that all entries of Hostile Fire Pay will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Select  from the displayed title bar to list all entitlements.</p>

Continued on next page

Imminent Danger – Hostile Fire Pay, Continued

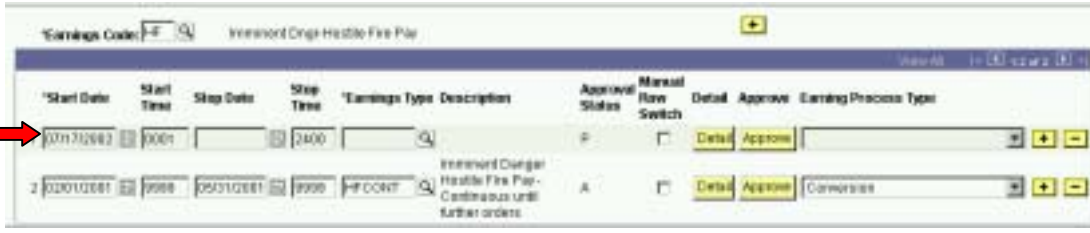




Procedure (cont'd)

Step	Action
6	<p>Scroll up to find the “HF” Earnings Code. If Hostile Fire Pay isn’t listed (after clicking View All), click the + button from any entitlement as shown below.</p>  <p>The following screen appears below the previous entitlement...</p>  <p>Type “HF” in the Earnings Code field or use the magnifying glass  to search and select the Imminent Danger - Hostile Fire Pay Earnings Code.</p>
7	<p>Starting Imminent Danger - Hostile Fire Pay (See Steps 8-10 for other options)</p> <p>In the Include History mode, click the + button shown below.</p> 

Continued on next page

Imminent Danger – Hostile Fire Pay, Continued




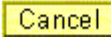


Procedure (cont'd)

Step	Action
7	<p>The following entry line appears...</p> 
Complete the fields as described below	
Field	Action
Start Date	<p>Use the calendar button  to <u>select</u> the desired date.</p> <ul style="list-style-type: none"> The date the member arrived in the imminent danger/hostile fire pay area. If the member was in the area when it was designated as an imminent danger/hostile fire pay area, then the start date would be the date the designation is effective. <p>You can also <u>Click & Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.</p> <p>Note: The system defaults to the 1st of the month, be sure to enter the correct start date.</p>
Start Time	Pre-filled
Stop Date	<p><u>Enter</u> the last day of entitlement or leave blank to pay continuous Hostile Fire Pay.</p> <p>Use the calendar button  to select the date. You can also <u>Click & Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format.</p>
Stop Time	Pre-filled
Earnings Type	<p><u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.</p> <p><u>Lookup Earnings Type</u></p> 
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	<u>Select</u> this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

Imminent Danger – Hostile Fire Pay, Continued

Procedure (cont'd)


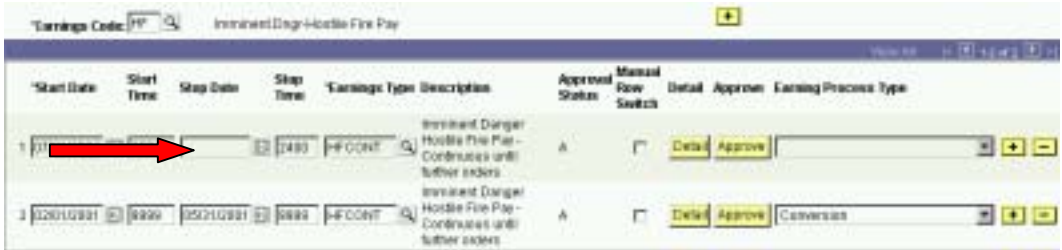
Field	Action
	<p>Click the Detail button and enter the supporting data. Use the magnifying glass icon to lookup and select the applicable country code. Section 4-H of the Coast Guard Pay Manual, COMDTINST M7220.29 (series) lists eligible areas.</p> <p>Supporting Data</p> <p>HF 07/01/2003 HF1MTH</p> <p>Foreign Country: <input type="text" value="DJ"/>  Djibouti</p> <p>Dollar Amount: <input type="text" value="0.00"/></p> <p> </p> <p>Click the "OK" button to return to the earnings type row.</p>
	Not Used. Payment of Hostile Fire Pay does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	Click this button (located at the bottom left of the screen) to approve the entry.




Continued on next page

Imminent Danger – Hostile Fire Pay, Continued

Stopping Imminent Danger/Hostile Fire Pay

Follow this step to stop the entitlement.

Step	Action
8	<p><u>Stopping Imminent Danger - Hostile Fire Pay</u></p> <p>In the  Correct History mode, find the row to stop. The stop date will be blank as shown below:</p>  <p>Enter the following information...</p>







Field	Action
Stop Date	Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	Select this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.
	Not Used – Payment of Hostile Fire Pay does not require audit and approval.
	Click this button (located at the bottom left of the screen) to approve the entry.

Continued on next page

Imminent Danger – Hostile Fire Pay, Continued

Correcting Imminent Danger/Hostile Fire Pay

Follow this step to correct an entry.





Step	Action
9	<p><u>Correcting Imminent Danger - Hostile Fire Pay</u></p> <p>In the  mode, find the Hostile Fire Pay row to correct.</p> <p>Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.</p> <p>Click the  button to access and correct the country code, if necessary.</p> <p>Click the  button located at the bottom left of the screen.</p> <p> To change the effective start date, you must delete the entire row (Step 10) and then start a new Hostile Fire Pay entitlement (Step 7).</p>

Continued on next page

Imminent Danger – Hostile Fire Pay, Continued

Deleting Imminent Danger/Hostile Fire Pay

Follow this step to delete an entry.

Step	Action
10	<p><u>Deleting Imminent Danger - Hostile Fire Pay</u></p> <p>In  mode, find the Hostile Fire Pay row to delete.</p> <p>Click on the  button located in the row to be deleted.</p> <p>Click the  button located at the bottom left of the screen.</p> <p> The total Hostile Fire Pay entitlement will be recouped when using this feature.</p>

End